



ATLANTA CITY COUNCIL

DERRICK BOAZMAN
COUNCILMEMBER
DISTRICT 12

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02-C -1866

October 14, 2002

President Cathy Woolard and
City of Atlanta Council Members
55 Trinity Avenue, S. W.
Suite 2900
Atlanta, Georgia 30303

RE: Appointment to the Atlanta Commission on Women

Dear Council President and Members of the Council:

It is a pleasure for me to re-appoint **Olivia Parks Woods** to continue to serve as a member of the **Atlanta Commission on Women**. This appointment is for a **term of two (2) years**, scheduled to begin on the date of Council confirmation.

Ms. Woods is a tremendous asset to the Commission and is ingenious in her endeavors to bring new ideas and approaches to the issues. She serves proudly and with great enthusiasm. I am confident that she will continue to do so. A copy of her resume is attached.

Sincerely,

Derrick Boazman

Olivia Parks Woods

705 Tara Circle SE
Atlanta, Georgia
(404) 506-1618 (o)
(404) 361-3847 (h)

Summary of Qualifications

A seasoned professional possessing a wealth of experience in office administration and client relations.

Career Experience

The Southern Company

National Accounts – Administrative Specialist (10/2002 - Current)

Provide administrative support to the National Accounts team; provide direct assistance to the Manager. Assist Account Executives and Analyst.

Georgia Power Company

Marketing Regulatory Affairs – Administrative Specialist (9/2000-2/2002)

Provide administrative support the Marketing Regulatory Affairs team; provide direct assistance to the Manager. Assist Executive Administrative Assistant to the Senior Vice President of Planning, Sales and Services.

Marketing Retail Services and Sales, Vice President's Office – Secretary (12/2000-6/2002)

Provided administrative support in the office of the Vice President of Marketing Retail, Sales and Service.

Consultant and Community Volunteer (2000-1998)

Atlanta City Government

Office of Municipal Clerk - Retiree consultant contract - 6 months (4/1998-10/1998)

Office of Municipal Clerk, City of Atlanta (1975-1998)

Career professional in the legislative branch of Atlanta City Government for 26 years. Managed the city's legislative process; served as the Council's Records Management Officer; served as the Municipal Election Superintendent and was responsible for redistricting City Council Districts.

Municipal Clerk, City of Atlanta - Secretary to the Atlanta City Council (1990-1998)

Responsible for the overall direction, management and operation of the Office of Municipal Clerk. Served as Election Superintendent for the city of Atlanta and was responsible for the preparation of council redistricting maps for approval by Council. Managed a \$389,000 annual office budget. Assisted the President of Council in coordinating and facilitating Atlanta City Council meetings; hired and trained staff; prepared ordinances and resolutions, supervised the preparation of council meeting minutes; advertisement and notices; attested and certified contracts and city bonds. Successfully managed the design and implementation of a new Council Legislative Filing System; and supervised the archival of official legislative records dating back one hundred years. Other positions held include:

<i>Acting Municipal Clerk</i>	<i>(1990)</i>
<i>Deputy Clerk of Council</i>	<i>(1978-1990)</i>
<i>Acting First Deputy</i>	<i>(1977-1978)</i>
<i>Acting Deputy Clerk</i>	<i>(1977)</i>
<i>Administrative Assistant to Deputy</i>	<i>(1975-1977)</i>
<i>Atlanta City Council Finance Committee Secretary</i>	<i>(1975-1972)</i>

Olivia Parks Woods Resume'

Additional Experience

University of Georgia, Carl Vinson Institute of Government & IIMC Annual Conferences
Instructor/Panelist

<i>The Clerk's Profession and its History</i>	(2002)
<i>Effective Meeting Management</i>	(2000)
<i>Political Crisis Management</i>	(1996)
<i>Resolution and Ordinances Preparation</i>	(1993)
<i>Everything You Wanted to Know about Clerks</i>	(1990)
<i>Agenda and Minutes Preparation</i>	(1986)

Qualifications / Skills

Self-starter; requires little or no supervision; team player. Proficient in Microsoft Word, PowerPoint, Excel, Access; PageMaker and FileMaker Pro. Experienced in Gregg Shorthand and the use of Dictaphone.

Training

GPC Customer Class, Accounting Skills; PARIS Refresher and STARS Basics (2001-2002)

Education

Cambridge Business Institute (2-year Degree – Secretarial Science)
Detroit, Michigan (1972)

Certifications

IIMC Advanced Academy Program, University of Georgia, ***Certification*** (1990-1996)
Athens, Georgia
International Institute of Municipal Clerks, ***Certification*** (1985)
San Dimas, California
State of Georgia Clerks Certification Curriculum, University of Georgia, ***Certification*** (1983)
Athens, Georgia

Professional Affiliations

American Association of Blacks in Energy (AABE), ***Committee Member***
International Association of Administrative Assistants, ***Committee Member***
International Institutes of Municipal Clerks Association, ***Board of Directors***
Georgia Municipal Clerks and Finance Officers Association (GMC/FOA)
GMC/FOA Past President, Vice-President, Secretary, Committee Chair, Committee Member (1989-1992)
Georgia Municipal Association (GMA), ***Board of Directors*** (1992)
Georgia Municipal Asso./Women in Government, ***Past President and Director*** (1993-1996)
Georgia Government Finance Officers Association, ***Member*** (1992-1996)
National Forum of Black Public Administrators, ***Member*** (1995-1996)

Social Affiliations

Women's Chamber of Commerce, Atlanta Chapter ***Member***
Atlanta Commission on Women, ***Vice President*** (2002), ***Member***
Atlanta Planning Advisory Board, ***Vice President and Member***
South River Gardens Community Asso. – ***Past President, President*** (1998) ***and Member***
Neighborhood Planning Unit - Z, ***Officer***